

Rogate CE Primary School – Office Manager/EHT PA Job Description

Job description
Purpose of role
Responsible for effective and efficient clerical and welfare support to school
Reports to: Executive Headteacher/School Business Manager
Responsibilities
<p><u>Key Duties:</u></p> <ul style="list-style-type: none">• Reception duties including:• Be the first point of contact for the school, responding to telephone and face-to-face enquiries, taking messages if needed• Liaising with parents, staff, governors• Ensure school security is complied with, including signing in and issuing of visitors' badges• Accept, sign for and check deliveries• Provide hospitality for visitors to school• Clerical responsibilities including:• Be responsible for manual and computerised (Bromcom) pupil data, daily registers and attendance records• Compiling, sending, replying and forwarding school emails• Setting up and use of school text and emailing system to liaise with staff, parents and friends of school• Checking and distribution of school's newsletter/magazine articles• Preparation of packs and admission forms for new parents• Provide general clerical support, including filing and photocopying, for SLT• Oversee maintenance of school photocopier, in liaison with the School Business Manager, along with other office equipment• Undertake word processing as needed• Draft correspondence, policies and other documentation as specified• Update documents as requested• Liaise with the other Office Managers in the federation• Liaise, support and arrange school trips (with staff, parents and other schools in the federation)• Collate and print annual reports to parents• Financial responsibilities include:• Be responsible for completion of catering returns for school meals, SFVS and milk• Support applications for free school meals, maintaining confidentiality, and update lists of pupils eligible for pupil premium funding• Organise bookings/payments for wrap around care and other clubs• Collect, record receipt of monies for trips, events, clubs etc• Prepare orders for equipment and products for school.• Be responsible for updating school inventory and the PAT testing

- **Executive Headteacher's PA**
- Keep the school diary up to date
- Attend regular meetings of Leadership Team to ensure all members have dates
- Forward /answer emails from parents, etc
- Ensure information is passed to Executive Headteacher/Deputy when s/he is not in school
- Ensure all members of staff are kept informed of important events
- Co-ordinate charity events across both schools
- Liaise with the Office Manager of other schools in the federation

- **To ensure the welfare of pupils including:**
- Order first aid supplies as necessary
- Liaise with parents and staff regarding pupils' sickness/injury
- Support general welfare of pupils
- Liaise with staff to ensure health and safety documentation is completed if pupil/staff attend hospital as a result of injury
- Assist with visits by school nursing team
- Update medical records and monitor expiry of staff's first-aid qualifications

- **General responsibilities include:**
- Arrange supply teaching cover as appropriate (in consultation with leadership team)
- Comply with duties in accordance with school's policies
- Participate in performance management
- Maintain confidentiality at all times

David Bertwistle
Executive Headteacher
Updated March 2024